

CASTLE SCHOOL OF ENGLISH

Inclusion and Diversity Policy

Policy owner: School Management

Applies to: All students, staff, teachers, contractors, homestay providers, group leaders, agents and visitors

1. Policy Statement

Castle School of English is committed to providing a safe, welcoming and respectful environment for everyone.

We welcome people from different countries, cultures, languages, religions, backgrounds and life experiences. We believe that diversity is an important part of our international school community.

We do not accept discrimination, harassment, bullying or unfair treatment. Everyone should have equal opportunities to study, work and take part in school life.

This policy supports the standards of British Council Accreditation UK and our responsibilities under the Equality Act 2010.

2. Equality and Inclusion

Castle School of English will not unlawfully discriminate because of:

- age;
- disability;
- gender reassignment;
- marriage or civil partnership;
- pregnancy or maternity;
- race, nationality or ethnic background;
- religion or belief;
- sex; or
- sexual orientation.

We also recognise that people may have different needs because of their language, culture, education, financial or family circumstances, or other personal situations.

We will treat people fairly and respectfully and consider reasonable support where possible.

3. Students and Teaching

All students should feel safe, respected and able to participate in lessons and school activities.

Teachers are expected to:

- treat students fairly and respectfully;
- give all students opportunities to participate;
- respect cultural and individual differences;
- avoid stereotypes and discriminatory assumptions;
- consider different learning needs where reasonably possible; and
- respond appropriately to offensive or discriminatory behaviour.

Students are expected to respect other students, staff and members of the wider community.

4. Disability, Religion and Individual Needs

Students and staff should tell the school about any important support or accessibility needs as early as possible.

Where reasonably possible, the school will consider reasonable adjustments relating to accessibility, learning, communication, activities, religious needs or other individual circumstances.

The school will consider each request individually, taking account of health and safety and practical limitations.

5. Accommodation and Activities

Where the school arranges homestay accommodation, reasonable efforts will be made to consider students' relevant needs, including dietary, cultural, religious and accessibility requirements.

Students and homestay providers must treat each other with respect. Discrimination, bullying, harassment or abuse is not acceptable.

School activities and excursions will be planned with consideration of students' needs, accessibility, cultural differences and health and safety where reasonably possible.

6. Unacceptable Behaviour

Castle School of English does not accept discriminatory or harassing behaviour.

This may include:

- racist or offensive comments;

- comments about someone's nationality, culture, religion, gender or sexual orientation;
- sexist or discriminatory behaviour;
- offensive jokes, insults or stereotypes;
- unwanted sexual comments or behaviour;
- making fun of someone's identity; or
- treating someone badly because they reported a concern.

Serious behaviour may be treated as a breach of school rules and may result in disciplinary action.

7. Reporting a Concern

Anyone who experiences or sees discrimination, bullying, harassment or exclusion should speak to a member of staff.

Students can speak to:

- their teacher;
- Student Services;
- a member of the management team; or
- another member of staff they trust.

Concerns can be reported verbally or in writing.

All concerns will be taken seriously and handled sensitively and confidentially where possible. The school will investigate concerns and take appropriate action.

If a concern involves a student under 18, the school's Safeguarding Policy will also apply.

8. Responsibilities and Review

School Management is responsible for implementing this policy, supporting staff, dealing with serious concerns and reviewing the policy regularly.

All staff must follow this policy, treat others respectfully and report or respond appropriately to discriminatory behaviour.

Students must respect other people and report serious concerns to a member of staff.

Castle School of English will provide relevant staff with appropriate information and training about inclusion and diversity.

The policy will be reviewed at least annually and following significant changes to legislation, school provision or British Council Accreditation UK requirements.

Version: 1.4 – Reviewed 2026

